

**Scottish Terms And Conditions (STAC) Committee
Minute of Meeting**

**Monday 3 December 2018, 10.00 am
Victoria Quay, Edinburgh**

Present:

Employers:

**Trade Unions and
Professional Organisations:**

Calum Campbell (Co Chair) – NHS Lanarkshire	Colin Poolman (Co Chair) – RCN – In Chair
Ian Reid – Employer Secretary – Management Steering Group	Willie Duffy – Staff Side Secretary - Unison
Janis Butler – NHS Lothian	Jane Anderson - Unison
Pauline Howie – Scottish Ambulance Service	Philip Coghill - RCN
Lynne Khindria – Management Steering Group	Andy Hogg - POA
Janis Millar – Management Steering Group	Scott Keir - BDA
Sean Neill – Scottish Government	Karen Leonard - GMB
Caroline Sharp – NHS Dumfries and Galloway	Jackie Mitchell - RCM
	James O’Connell - Unite
	Graham Pirie - SCP
	Norman Provan - RCN
	Claire Ronald – CSP
	Deborah Shepherd – SoR
	Sylvia Stewart - Unite
	Tom Waterson - Unison

Secretariat: Colin Cowie – SGHSCD

1. Apologies

Employers	Laura Ace, John Burns, Annie Ingram, Jacqui Jones, Patricia Leiser, Anne MacPherson
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TU & Professional Organisations	Jane Anderson, Tony Axon, Wilma Brown, Linda Delgado, Tony Dowling, Lilian Macer, Cathy Miller
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2. Minutes and Actions of Previous Meeting (17 August 2018)

The Minutes and Action Points were agreed as an accurate record of the 17 August meeting.

3. Matters to Report

a) Job Evaluation

The first meeting of this group had now taken place at which dates for further meetings and priorities were agreed. The Group had sent an questionnaire to Board Job Evaluation leads, which should serve to highlight any challenges. The intention now is to develop a remit and work programme and bring these back to STAC. The Group has already dealt with a number of national issues and is attempting to resolve a particular issue in Tayside.

b) Paid As If At Work

Employers had made a revised offer which included a retrospective element. This had been accepted in principle by the Staff Side. Both sides of the Working Group were now considering the detail around what should and should not be considered a “regular” payment. The work had been delayed by the fact that the Staff Side’s legal team had been fully occupied on Local Council business. But there is acknowledgement on all sides that a deal needs to be arrived at by the end of the financial year.

c) RRP – NHS Lothian – Payroll Staff

The Committee noted that this RRP had been approved and that the Chairs had written to the Board confirming this on 27 September.

d) RRP – NHS Highland – RHSCS Workers – Rassay

The Committee noted that this RRP had also been approved and the Chairs wrote to the Board on 1 October.

e) Technical Reference Group

It was confirmed that a Technical Reference Group had been established with the intention of considering the outcomes of the AfC Pay Deal Working Groups and turning these into guidance for the services, as well as considering any ongoing technical issues which arise with the implementation of the pay element of the deal. The Group would begin meeting in 2019 and meet as and when required.

f) Scottish Distant Islands Allowance

Some form of the Scottish Distant Islands Allowance has been in place since at least the 1970 and was included within the Agenda for Change pay system when it was introduced. Given the fundamental changes which are going on around pay, this would seem an appropriate time to examine the basis on which the allowance is calculated and make any changes which are deemed appropriate. STAC therefore agreed some initial scoping work should be done by Employers to help frame these discussions.

Action: To undertake scoping exercise

STAC recognised that this work will take time so, in the interim, agreed that the allowance should be uprated by the headline Agenda for Change pay award of 3% in 2018.

Action: To issue circular uprating SDIA by 3%

4. Matters to Discuss

a) Working Group: Health Visitor Job Descriptions

The Working Group had produced a generic Job Description for Scottish Health Visitors and this had been through a national evaluation panel, which had assessed it as Band 7. STAC noted this and agreed that, where staff fulfilled the criteria of the new Job Description, the Band 7 outcome would apply from 3 December 2018. The new Job Description would now be issued and all sides agreed to work on a suitable covering narrative for the service which set out the national agreement.

Action: To issues Health Visitor circular to service

b) AfC Pay Deal Working Groups

Reports covering the outcomes from the Promoting Attendance, TOIL and Appraisal and Incremental Progression Working Groups had been submitted to STAC. The Committee noted and approved these. Staff Side indicated that unions would now consult on these outcomes and report back in February.

Action: Unions to consult and confirm acceptance

It will be for the Technical Reference Group, in conjunction with the Chairs of the Groups and the Scottish Government, to assess how these outcomes will be communicated to the service.

The Organisational Change Protection Group had not so far reached a shared position and had requested a further 8 weeks to allow for additional work to be carried out, with a view to reaching agreement. The Committee indicated it was content to grant this extension.

The Chairs will now write to the Cabinet Secretary confirming the position following the meeting.

Action: To write to Cabinet Secretary

More generally, it was confirmed that the Scottish Government would not be providing the NHS Pay Review Body with a remit for 2019-20 and that the intention was to conduct a review of the process or arriving at a pay settlement in NHS Scotland. The Committee agreed that it would be useful to set up a further day to discuss Agenda for Change pay in partnership in the New Year.

Action: To set up away day

c) Meeting Dates for 2019

The Committee approved the 2019 meeting dates which had been circulated.

5 Matters to Note

a) STAC(TCS03)2018 – Two Tier Agreement

A letter had been sent to the service clarifying that the Two Tier Agreement was still in operation and that staff working for private providers under the terms of this agreement would benefit from the pay deal. Employers are currently looking to confirm the number of PFI/PPP contracts around the country and how many staff this covers.

b) Scheme Advisory Board – Scheme Valuation

The Committee was briefed about recent activity at the NHS Pension Scheme Advisory Board. The latest valuation had revealed a downward breach of the cost cap and the Advisory Board had been asked to express a preference of how that flexibility would be used. The default change in such a situation is to increase accrual rates. Both the English and Scottish Advisory Boards would prefer reduced contribution rates, although Treasury may not allow this. The Advisory Board intended to provide a hierarchy of preference to Treasury which would include a range of changes including reducing the number of contribution tiers and working out contributions based on actual pay as opposed to whole time equivalent pay.

The Committee agreed it would be helpful to get SPPA representatives to come to the next meeting to explain the up to date position on pensions.

Action: To arrange for SPPA to come to next meeting.

6. Date of Next Meeting

15 March 2019

Colin Cowie
Scottish Government
Scottish Terms and Conditions Committee

3 December 2018 Meeting

Action Points

Agenda Subject	Action	Action Officer(s)	Update
2.f) Scottish Distant Islands Allowance	To undertake scoping work on allowance.	Employers	Ongoing
2.f) Scottish Distant Islands Allowance	To issue circular uprating SDIA by 3% in 2018.	Scottish Government	Done – issued on 5 December 18
3.a) Working Group: Health Visitor Job Descriptions	To issue letter to service containing Job Description and arrangements for movement to Band 7.	Scottish Government	Done – issued on 18 December 18
3.b) AfC Pay Deal Working Groups	To consult on Working Group outcomes.	Staff Side	Reports due for 15 March 19 meeting
3.b) AfC Pay Deal Working Groups	To write to Cabinet Secretary.	Chairs	Done – letter sent 5 December 18
3.b) AfC Pay Deal Working Groups	To set up Away Day.	Secretariat	Ongoing
5.b) Scheme Advisory Board – Scheme Valuation	To arrange for SPPA to brief STAC at next meeting.	Scottish Government	Done